

~~ADMINISTRATIVE — INTERNAL USE ONLY~~

11 DEC 1975

MEMORANDUM FOR: Chief, Policy and Plans Group

SUBJECT : A&TD Monthly Report Submission
November 1975

PERSONNEL BRANCH

1. Vacancy notices were prepared and distributed on five professional and three clerical positions. We received 50 professional and 10 clerical responses to these notices.

2. During November, there was one request from a Security careerist to review his personnel soft file.

3. The Clerical Board reviewed the rankings and promotion recommendations of the Clerical Evaluation Panels for grades GS-05 through GS-09. With few exceptions, the Board accepted the rankings as submitted.

4. The Career Board recommendations for promotion to GS-13 were approved by the Director of Security, and the promotions were handed out on 20 November 1975.

5. The Deputy Director of Administration issued a memorandum to all his office heads outlining the new five category evaluation system and a "Special Listing for Potential Surplus" to be used Agency wide. A directive to all Security careerists has been drafted explaining the changes, and the OS Supplement to the DDA Personnel Management Handbook is being revised to reflect the changes.

6. During November, there were six Quality Step Increases awarded to Security Careerists.

7. Due to a new ruling by the Civil Service Commission regarding the exemptability of certain positions under the Fair Labor Standards Act, the Office of Personnel has contacted the Security Personnel Branch and has requested new or updated job descriptions on 26 positions in the Office of Security. The concerned offices have been contacted and the requested job descriptions are now being prepared.

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8. The Chairman of the Security Career Service Board has requested that A&TD conduct an independent survey of manpower utilization in the Office of Security, to include an analysis of job descriptions, workload distribution, work hours scheduled, and direct conversation with individuals performing the work. The Personnel Branch will begin the survey in early December by examining the mail and courier functions in OS.

9. The Career Board reviewed and approved a request for qualifying service under the CIA Retirement and Disability System for domestic service conducting covert commercial investigations. The request has been forwarded for review by the CIARDS Retirement Board.

10. Arrangements have been completed for the Director of Security to hand out the Agency certificates and Federal Service pins to OS employees. Mr. Gambino will, after each ceremony, give a brief talk to the careerists and will answer questions from the audience.

11. The first female full-time security escort with the [REDACTED] Program is in process and should enter on duty in December.

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TRAINING BRANCH

During November, the Training Branch conducted a security briefing for the employees of the GSI cafeteria located in the Headquarters Building. The security briefing had been suggested with the concurrence of the DCI as a corrective measure to prevent a repetition of the security compromise which had been previously reported to MAG. The 30-minute briefing covered Agency origins, the need for security and procedures to follow for the prevention of compromise.

[REDACTED]
Deputy Chief, Administration and
Training Division

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